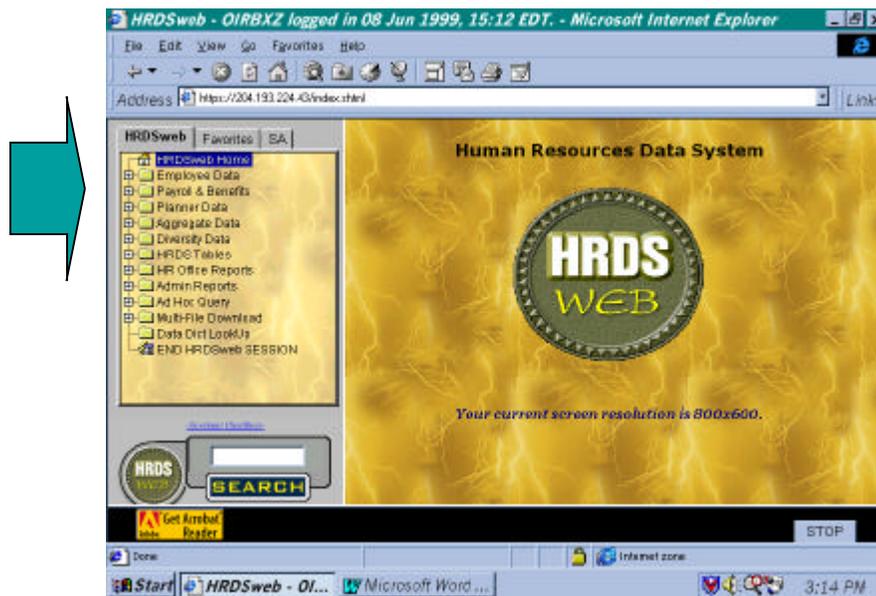


5. ORGANIZATION OF THE REPORTS

The HRDSweb menu system is based on a multi-level design for ease of use in finding and selecting the desired report. The “look and feel” of the HRDSweb interface is very similar to other Web applications. Features such as point and click, pull down menus, etc., are all provided within the scope of the HRDSweb interface. The first-level menu organizes reports into categories by logical report or subject matter groupings. Users may only view reports and modules for which security access has been provided. The sub-level menus offer specific reports within each category. The typical user may see reports as categorized in one or more of eight possible groupings.



Screen 5-1. Main Menu

The Ad hoc Query, Download, Data Dictionary and “Search” are referred to as HRDSweb reporting tools. Each tool requires approved security access and are discussed in this manual.

Each report grouping can be expanded to show the individual reports listed under that grouping. The screens below show expanded lists of reports. Each grouping can be expanded by clicking on the plus (+) sign or minus (-) sign which notes whether there are or are not additional menu items available. Once all information under a particular heading is made available for viewing (no other information under a particular heading) a minus (-) sign appears. This means that no other information is available under this heading. The user may return the menu to a previous state by simply clicking on the plus (+) or minus (-) sign, taking out of or into the menu system.

The following listings show current listing of all HRDSWeb reports. The titles of the reports are

abbreviated to fit into the space available in the HRDSweb menu screen.

Employee Data	Employee Listing	by Appointment by Birthdate by EDU Level/Disc by Name by Occ Series by Pay Plan Degree by Occ Series Emp Name Listing Employee Actions Employee Base Data Position Sensitivity Sprv Report by Org Veterans Perference
	Performance and Awards	Award Recipients Emp Listing w/Rating Employee Awards Employee Review Evals by Pay Plan Evaluation date Honor Awards date Service Year Award SES Evaluations
	Promotion/Appt Tracking	Appt Not to Exceed Temporary Promotion
	Retire/Length of Service	Avg Age/Length of Service Eligibility Report Emp Count CSRS by Org
	Reviews & Profiles	Employee Profile Employee Review SES Employee Review
Payroll & Benefits	Leave Data	Annual Leave Lump Sum

		Emp Annual Leave Emp Leave Profile Proj Annual Leave
	Salary and Cost Data	by OCC Series by Organization by Pay Plan Cumulative Benefits Emp Benefits Contrib Emp Benefits Detail Emp Salary Profile Severance Pay Report Severance Pay Proj W/I Grade Incrs Proj
Planner Data	Disclosure Reports	Financial Disc Filer Proc Integ Act Filer Public Fin Disc Not
	Projection Reports	Financial Projection Proj AL Cat by FY Proj Annual Leave Proj Sev Pay Fund Voluntary Sep Inc by Emp W/I Grade Inc Proj
Aggregate Data	Core Occupation	Emp Counts by Co Ret Eligible by Co
	Emp Distrib & Counts	Appt Category Counts Appt/Wrk Schd by Org Attr & Acc by Org Attr/Acc by Org Attr/Acc by RNO Barg Unit Coverage Dist by PayPlan & Gr Emp Counts by DS&Org Emp in CSRS Plans Perf Rating Dist Perm Wrkfrs Snapshot
Aggregate Data (cont'd)	Emp Distrib & Counts	Ret Eligible by Org Total Emp by Org Total Emp by PATCO

		Welfare to Work Prog
	Natl Perf Review	Acct Staff Rat/NPR Audit Staff Rat/NPR Bdgt Staff Rat/NPR FTP Grd 14+Rat/NPR FTP Grd 14+Trgt/NPR Proc Staff Ration/NPR Present Staff Rat/NPR Sprvrsy Ratio/NPR
	Salary & Benefits	Avg Grade & Salary by Org Direct Deposits by Gr Emp Ann/Sick Lve Bal Fin Proj Summary Fisc Year Perf Award Net Pay Distribution Overtime Use FY-to-Date Overtime Use in Current PP Proj/Sev/Unemp Costs Sick Leave usage YTD
Diversity Data	EEO Employee Rprts	Disability Rpt by Indiv EEO Emp Name Listing Emp by PPC, Race, & Sex Disability Rpt by Org/Emp Workforce by R/P/G/S
	EEO Statistics	Emp by Org/Gndr/RNO Emp Cnts by PP/R/S Gender Counts by CO Gender Counts by RNO Disability Emp Counts Race/Sex/Disability Vet RNO Counts by CO Workforce Counts by O/P/G
Diversity Data (cont'd)	EEO Trends	RNO Changes by Obj. Class RNO Changes by PATCO
HRDSweb Tables	Academic Disciplines Annuitant Info	

Appt Category Info
Appt Stat/Work Sched
Award Info
Education Info
Employment Prog Info
Firefighter Pay Diff
HandicapInfo
Leave w/o Pay Status
NOA Lsiting
Occupational Series
Org Listign-Active
Org Listing-Inactive
Pay Ceiling Info
Pay Plan & Rate Info
Pay Rate Determinant
Perf Eval - Overview
Position Sensitivity
Race & Ntnl Origin
Retirement Info
RNO by Category
Spec Employee Codes
Supervisory Category
Tenure Group Info
US States & Coountries
Veterans Pref Info
Vietnam Era Vet Info
Work Schedule

HR Office Reports

Comp Lvl Assignment
Emp Info Summary
Emp Review for SES
Personnel Ration
SES Perf Evals
SES Separations
SES List

Admin Reports

Admin by Group
HRDSweb Users-Alpha
Sep/Transferred Users
Use by Report Name
Use by Report Usage
Use by User
User Profile

Users by Group



Note that access to HR Office Reports and Administrative Reports are limited to System Administrators or HR personnel staff.

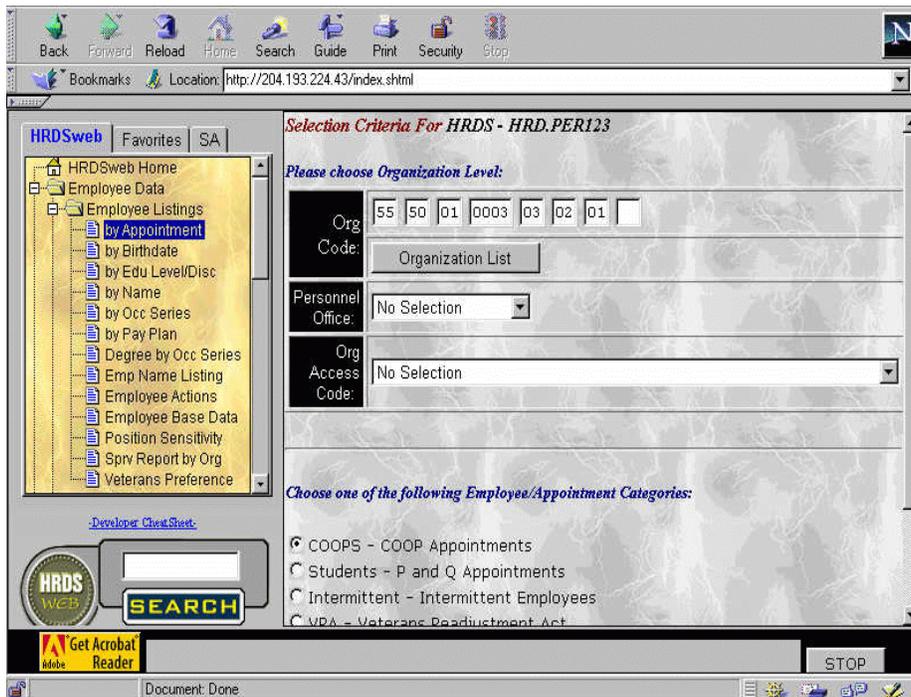
Refining a Report Selection using Selection Criteria Screens

Once a report has been selected, you may input additional data to refine a report using data that is available within the HRDSweb data base. For security reasons, not all data is available to all Commerce personnel.

Some users are restricted to HRDSweb pre-defined organization/POI access codes. These codes incorporate multiple organization levels and Personnel Offices. If you access a report without any organizational input, you will receive output for your report accessing to your restricted access code only. You may limit your report to a specific organization within your organization restriction but, if you enter an organization level outside your restriction, the system will notify you that you do not have access to that data.. For example, the "C1" organization access code combines the Office of the Secretary (51) and the Office of the Inspector General (64). If a user has this code as a restriction for the report, he/she can only enter an organization level starting with 51 or 64.

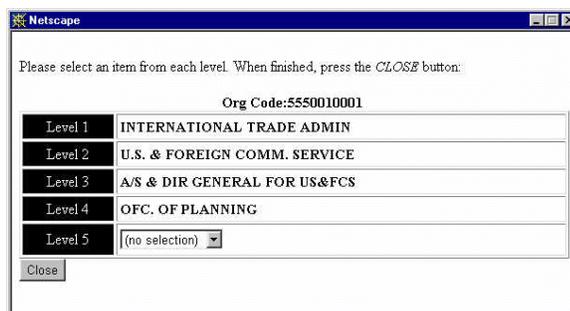
The data that you will see is controlled by the parameters that are entered by your System Administrator. You may be able to see a report heading but if you are not authorized access to the data in the report, you will not be allowed to run the report and produce visible output. If you have questions concerning your access, see your System Administrator.

The screen below shows a common sequence of actions that will be required to define the data that you want to appear in a report. The Organizational Level must be entered to define what organization's data you are requesting. Again, the organizations that you are allowed to view are defined by your System Administrator (and Servicing HRO) when your account is established. The level of the organization that you want to view can be defined down to all levels within an organization. Also note the pull down menus that are available to you for inputting the data for each data item. In the example shown, there are seven levels within the organization that can be used to "drill down" into the organization.



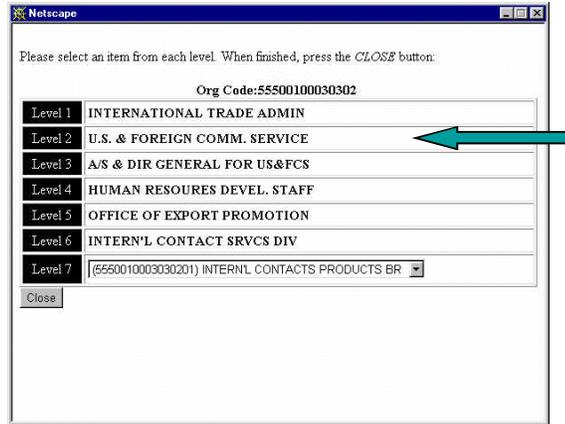
Screen 5-2. Report Selection Criteria

The screen below shows how the organization level can be refined by clicking on the “Organization List” button to the level the user desires or is appropriate for the organization being searched.



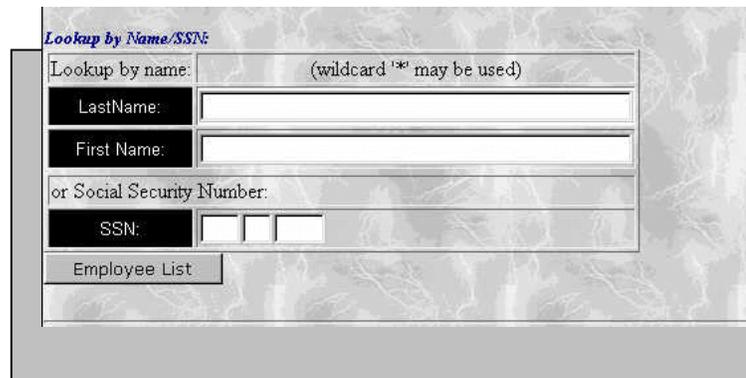
Screen 5-3. Refining Organization Selection

The selection can be expanded to more levels to further refine the report. Note the change in the listed “Org Code”.



Screen 5-4. Further Refining the Selection

If the report provides data on a single individual or individuals with similar criteria (e.g. same last name), the screen shown below is provided.



Screen 5-5. Selection By Name/SSN



NOTE: Most users are limited to seeing Employee Data to specific organizations or Personnel Offices as indicated above, but Aggregate reports, which display only statistical data, are usually open to all users. Since aggregate reports are not constrained by organization or POI restrictions, you will be able to enter any organization level, POI or organization access code.

All selection screens within HRDSweb follow this intuitive data selection capability. For other

reports requiring similar personnel data - e.g., pay grade/pay plans or duty station - similar data input screens are provided and supported by pull down menus to aid in inputting the desired data. These screens are shown below. In each case selections can be made by pull down menus that will provide additional options.

Enter occupational series code(s) separated by commas or choose from dropdown list (or leave blank for all):

Occupational Series Code
(no selection)

Select Pay-Plan/Pay-Grade groups, or enter specific pay plans below:

Executive Level Full Time Permanent 14 & Above
 GS 13-15 and Equivalent All, excluding Wage Grade
 GS 1-12 and Equivalent Wage Grade

Enter Pay Plan code(s) separated by commas or choose from dropdown list (or leave blank for all):

Pay Plan
(no selection)

Screen 5-6. Selection by Pay Plan/Pay Grade

Please choose a duty station location (or leave blank for all):

State/Country	City
choose a state/country	**choose a city**

Duty Station List:

--

Order of Report

Duty Station, Organization Organization, Duty Station

Submit Reset

Screen 5-7. Selection by Duty Station

Other selection criteria screens are provided for reports that require dates and other data. For questions on these or other aspects of the selection screens, see your HRDSweb System Administrator.